



37 High Road  
Cotton End  
Bedford  
MK45 3AA  
01234 740100



[office@cottonendprimary.co.uk](mailto:office@cottonendprimary.co.uk)

*Inspire, Enjoy, Achieve*

January 2017

Dear Parent/Carers,

Due to recent guideline recommendations we are having to make some changes in regard to how we administer medicine to children.

**As before we can only accept medication into school which has been prescribed to your child by your doctor.** If your doctor suggests taking Calpol or ibuprofen, then they should be happy to prescribe this. Please do not send your child in with any un-prescribed medication i.e throat lozenges etc.

All medication coming into school must now come in via the school office, where you will now be asked to complete an authorisation form. **The medication must be in the original packaging with the dispensing pharmacy's label clearly stating the child's name, the medication name and the dose required together with the date prescribed.**

The school has also been advised to only administer antibiotics which has been prescribed for 4 doses a day, and are unable to administer 3 doses a day as the recommendation is to administer before school, after school and bedtime.

We hope you understand the importance of having tight controls on medicines and dosages in school. You are of course more than welcome to come into school and administer medicine yourself if you would prefer, however we are unable to hold this on school property.

Yours Sincerely

Mrs K Headland  
Headteacher